

## **Attendance**

Teachers take attendance daily. A parent/guardian note presented to the teacher is required for absence, lateness, and early dismissal. NOTE: if the child is going to be absent or late, the parent/guardian must call the absentee line 610-658-3903 and leave a message that includes the child's full name, teacher's name, grade, and the reason for the absence or lateness. The answering machine is available at all times for recording messages. If a child is **absent**, a parent/guardian should submit a note explaining the absence to the teacher on the first day the child returns to school. If an absence is planned, it is possible to obtain schoolwork in advance with a week's notice to the child's teacher. Please refer to *Trips* for an excused absence for an educational trip. For **tardiness**, the child should be escorted to the office by an adult and submit a note upon his/her late arrival to the classroom teacher. In the case of an **early dismissal**, the child should present a note to the teacher first thing in the morning. When the child arrives late or leaves early, the parent/guardian must bring him/her in to the school office and sign him/her in or out.

## **Bikes**

With parent/guardian permission, children in grades 4 and 5 are permitted to ride their bikes to school. Children should have a bike lock to secure their bikes on the school racks located on the kindergarten playground. Bikes may not be used during school hours. The school is not responsible for bike vandalism or theft. Children should walk their bikes to and from the rack once they arrive on school property in the morning and when leaving in the afternoon. Skateboards and scooters are not permitted on school property at any time.

## **Birthday Parties**

Parents/Guardians should contact the homeroom teacher to make arrangements if they wish to send in birthday treats for their child to share with the class. Children are permitted to share their birthday treats with two additional staff members. Please be aware that many children have food allergies that should be taken into consideration when choosing treats to share at school. Children are asked to bring in a healthy choice to accompany their birthday treat. Parents/Guardians are also given the option to order birthday treats including a healthy choice through the cafeteria.

## **Breakfast Program**

All children are given the opportunity to purchase a nutritious breakfast at Cynwyd School. A breakfast menu is on the reverse side of the lunch menu. Serving lines will open at 8:30 a.m. for walkers. Children who ride buses will be served as their buses arrive. Breakfast will not be served on early dismissal days.

## **Cafeteria/Recess Rules**

The lunch and recess period is approximately 50 minutes. Children must stay in the cafeteria for 30 minutes before going outside for a 20-minute recess. Recess is outdoors if at all possible. All children must go out with their class since there is no supervision in their classroom. Children should be appropriately dressed for the weather. In inclement weather, such as rain, snow, or a very low wind-chill factor, recess is held indoors. There are lunch supervisors on the playground at recess and each grade (1-5) also has a teacher, known as a recess captain, on duty for the 20 minutes of recess. Parents/Guardians of first and second graders are needed to volunteer to be lunch monitors. These parent volunteers report to the lunch supervisors and are given directions by these employees. Parents/Guardians should contact their grade level chairs to volunteer. Children are not permitted to leave the school area during recess. Below are cafeteria and recess rules that each child is expected to follow while in the cafeteria and at recess. Children and parents/guardians must sign a pledge to follow these rules.

### **CAFETERIA RULES**

- Stay in your seat at your assigned table.
- Use indoor voice.
- Follow directions the first time given.
- Raise your hand if you need help and for permission to be out of your seat for any reason.
- Ask permission and get a restroom pass from the Supervisor. Return the pass to the Supervisor.

- Walk.
- Remove trash from the table and floor.
- Do not take drink or food out of the cafeteria.
- Get a notice/pass from your teacher if you need to go anywhere other than recess and give it to the Supervisor.

### RECESS RULES

- Finish eating before you go outside.
- Walk out of school and into school
- Dress in clothing appropriate for the weather conditions.
- Respect others and include them in play.
- Go to the Supervisor if you need help with anything.
- Follow the school rules and directions the first time given.
- Stay inside the recess area and in view of the Supervisors. Do not play on trees, bleachers, railings, or in the pit.
- Play approved games using classroom equipment. Do not throw anything but balls (no woodchips, sticks, stones, etc.)
- Do not play rough games including tackling, pushing, kicking, carrying, “pegging,” poking, etc.
- Report strangers and animals to Supervisors.
- Report all injuries to the Supervisors.
- Get a pass from a Supervisor to use the restroom and/or go to the nurse.
- Line up quickly to enter the school.

### Communication

The Home and School Association (HSA) provides regular communication to all Cynwyd families. The HSA publishes a weekly electronic newsletter (eNews Whooo’s Talking) which contains updates and reminders about future events. Electronic mail list sign-up is voluntary; however, it is strongly encouraged for Cynwyd families to subscribe to the newsletter and to share the information with neighbors and friends.. To subscribe to Cynwyd’s eNews, Parents/Guardians should be at the computer where they want the newsletter sent, then access [www.lmsd.org](http://www.lmsd.org); click on eNewsletters under the Featured Links column; and hit “subscribe” under Cynwyd Elementary. To stop receipt of Cynwyd’s eNews, parents/guardians should follow the same steps as above and select “unsubscribe.” Whooo’s Talking may be viewed anytime by visiting [http://www.lmsd.org/sections/schools/default.php?t=ces&p=ces\\_parent\\_hsa&menu=ces\\_parent](http://www.lmsd.org/sections/schools/default.php?t=ces&p=ces_parent_hsa&menu=ces_parent) and selecting the Whooo’s Talking Newsletter tab. The HSA also publishes this annual directory, Whooo’s Who, which is available for purchase at Open House. This directory includes a calendar of important dates to remember as well as information about HSA activities and volunteer positions.

Each family also receives important HSA, Cynwyd School, and other district communications in the weekly Thursday Envelope. Parents/Guardians review the contents in the envelope, sign or initial next to the appropriate date, and return the envelope to school on Friday.

If a parent/guardian needs to contact a teacher or staff member at Cynwyd School, the main office phone number is 610-645-1430. The office staff can direct calls during school hours. The automated voice mail system will be in operation when the office staff is unavailable.

Parents/Guardians are also asked to check the Cynwyd website by selecting Cynwyd under the Schools section of the LMSD website at [www.lmsd.org](http://www.lmsd.org). There is useful information on the teacher eBoards and the Cynwyd eBoard [www.CYSchool.lmsd.site.eBoard.com](http://www.CYSchool.lmsd.site.eBoard.com) located on the district website.

The district also utilizes the Global Connect Automated Notification System in order to communicate emergency announcements to parents/guardians by phone. This system will place calls utilizing the phone numbers provided by parents/guardians on their child’s Pupil Emergency Information Form. The phone numbers listed will be called in order in the event of an emergency. This system is utilized to notify

parents/guardians of unexpected school closings, emergency dismissals, school incidents, or if buses are significantly delayed.

### **Drop Off/Pick Up Procedures**

- **Morning Arrival**

Please note only children participating in the breakfast program or an approved before- school activity may arrive before 8:40 a.m. All children should proceed to the gymnasium, not their classrooms, and sit in their assigned areas. There is no supervision provided by staff members prior to 8:40. Vehicles are not permitted to enter the Bus circle in front of the school between 8:30-9:30.

- **Afternoon Pick-Up**

Parents/Guardians picking up children should not arrive before 3:25 p.m. Those parents/guardians are asked to wait in the library hall, not outside the child's classroom. **There is no stopping or parking in the bus circle or the Manayunk circle from 3:00 – 4:00.** Children picked up by parents/guardians will be dismissed at 3:30 p.m. to the library hallway. Those children walking home will also be dismissed from their classrooms at 3:30. Children riding the bus will remain in their classrooms until their bus is announced.

### **Electronic Devices, Valuables, and Cell Phones**

Children are not permitted to bring electronic devices and valuables to school. These include cameras, iPods, MP3 players, Gameboys, DS Lite, hand-held games, trading cards, and other such items. There may be exceptions to this rule for lengthy bus rides or field trips subject to the teacher's discretion.

Children may bring cell phones to school, but cell phones must be turned off and stored in their backpack during the school day. Any child using a cell phone during the school day will have his/her phone confiscated and brought to the main office where it must be claimed by his/her parent or guardian.

### **Homework Policy**

Homework will not be assigned on nights when there are school events. Any questions regarding the homework policy should be referred to the classroom teacher.

### **Internet Access by Students**

A student account for computer use is set up for each child. Children access the Internet under the direction and supervision of teachers. Children may also access LMSD resources from home using their student account. Lower Merion School District ensures that our children have access to information available on the Internet. Upon registering their child, every parent/guardian receives a copy of the District Acceptable Use Policy and the form that must be signed by parents/guardians acknowledging receipt of this policy. Any child who violates the provisions of this policy can be subject to disciplinary action that may include the suspension of his/her Internet access privileges.

### **Kindergarten**

Hours: AM: 9:05-11:50 PM: 12:50-3:35

When Cynwyd has an Early Dismissal day, the kindergarten classes continue to be dismissed at 11:50 a.m. Note that for half-days, morning and afternoon sessions of kindergarten alternate attendance. The morning session of classes will attend kindergarten on the following dates:

Wednesday, November 11, 2009

Wednesday, November 25, 2009

Thursday, February 11, 2010

Thursday, March 25, 2010

Friday, May 28, 2010

LAST DAY FOR AM KDG. Thursday, June 17, 2010

For afternoon kindergarten in session on early dismissal days, students will attend kindergarten in the morning (9:05-11:50) on the following dates:

Friday, November 13, 2009

Friday, January 15, 2010  
Wednesday, March 24, 2010  
Friday, March 26, 2010  
Wednesday, June 16, 2010

LAST DAY FOR PM KDG:

### **Library**

The library is open from 9:00 a.m. to 3:35 p.m. Children are allowed to return books throughout the school day with permission from their classroom teacher. Parents/Guardians are also permitted to check books out from the library.

### **Lost and Misplaced Items**

Everything should be labeled so that items can be returned. Children should alert their teacher if they are missing anything that was brought to school. Many times the item is in the classroom. The “Lost and Found” racks and bin are located on the left side of the stage in the gym. A custodian can assist in locating this area. Children may also check in the school office and the Transportation Department 610-645-1940 to see if the items are there.

### **Lunch Program**

Children may bring lunch from home or purchase lunch at school. A monthly menu that lists menu choices and prices is sent home in the Thursday Envelope. Snacks and beverages are also available for purchase. Children may pay with cash or on account after the parent/guardian has deposited money. To deposit account monies, parents/guardians can send in a check payable to *the Lower Merion Food Service*. Once an account has been created, funds can be added online at [www.myschoolaccount.com](http://www.myschoolaccount.com).

### **Montgomery Early Learning Center (MELC)**

MELC provides on-site before and after school care at Cynwyd, as well as an off-site enrichment program for kindergarten children. Their main office address is 201 Sabine Avenue, Narberth, PA 19072 and the telephone number is 610-617-4550. The enrichment program for kindergarten children is located at 230 Haverford Road in Wynnewood (site of the old Presentation BVM School). The number is 610-658-8601. Bus service is provided to and from Cynwyd School. Children must be registered for at least three days per week.

### **Safety Issues**

In 1996, the State Legislature expanded the law that dealt with “Students Who Bring Weapons to School” Act 26. The code provides that “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury.

Parents/guardians are asked to be aware of those items taken to school. This should be kept in mind in planning for Halloween. In addition, school costumes (i.e. for class plays or presentations), which include anything resembling weapons, are strongly discouraged.

### **School Closing Information**

WEATHER RELATED SCHOOL CLOSINGS/LATE OPENINGS

Lower Merion School Closing Number: 302

For late openings or school closings, the following resources can be used to find out if school will open late or be closed for the day.

- District website: [www.lmsd.org](http://www.lmsd.org)
- LMSD Emergency Hotline: 610-645-0143
- KYW News Radio 1060 AM
- Comcast Cable Channel 6, FiOS Channel 36
- Local Broadcast Stations 3, 6, 10, 29

**School Hours**

Grades 1 - 5 9:05 a.m. - 3:35 p.m. Unless noted otherwise, Children are dismissed at 12:25 p.m. on early dismissal days and no lunch is served.

Kindergarten AM 9:05 a.m. – 11:50 a.m. and PM 12:50 p.m. – 3:35 p.m.  
On early dismissal days, AM kindergarten children are still dismissed at 11:50 a.m. and taken to their regular buses. There is no PM kindergarten.

**Trips**

An Absence for Educational Trip form must be obtained to request an excused absence for an educational trip. This form can be downloaded from Cynwyd School's eBoard at [www.CYSchool.lmsd.site.eBoard.com](http://www.CYSchool.lmsd.site.eBoard.com). By clicking the office info tab. The building principal can approve educational trips up to five school days. Trips ranging from 6-10 school days per school year must be approved by the District Superintendent/Designee. This form must be submitted to the Principal's office 14 days before the planned educational trip. Children are responsible for requesting or making up any assignments for the period of absence.

**Visitors**

All visitors, including parents and guardians, must sign in at the office. Visitors receive a visitor tag for identification as well as guidelines for the visit.